

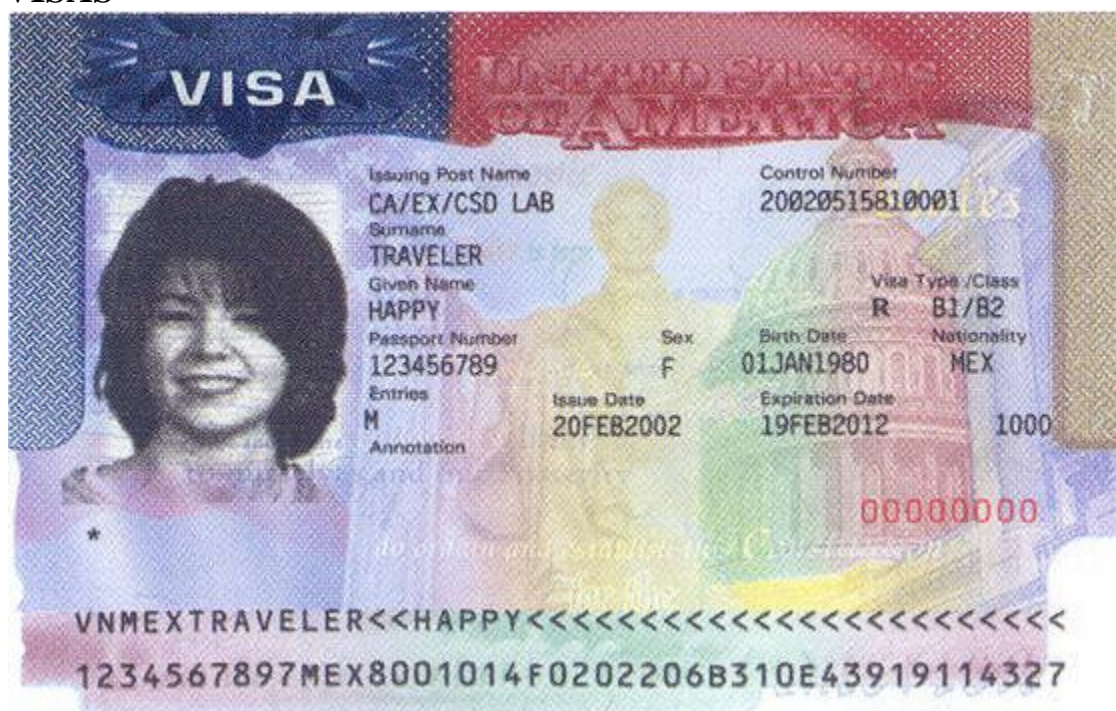
How to Read ARS Requested Immigration Documents

Purpose: We're aware that serving as your Area Office's Point of Contact is a collateral duty, rather than a part of your primary duties. In the interest of saving you time and effort long-term, the purpose of this handout is to help you better review ARS-230 Forms (with specific attention to areas most often improperly completed) prior to submitting them to the Homeland Security Office.

Should you have any questions, please don't hesitate to ask. We're here to help!

Reminder: no one within ARS should be completing the ARS-230 for the foreign national.

VISAS



To find the visa type: It's important to know that nearly all foreign nationals hosted in our facilities are "non-immigrants" (foreign nationals in the United States for a limited period of time). On a Non-Immigrant Visa look at where it says "Visa Type/Class" midway down the visa on the right hand side. Just below the header will be the type of visa. For visas that share classes i.e. B1/B2 we need to know which type was requested, and the foreign national should know which type they requested from their local U.S. embassy or consulate. A B1 Visa is a "Business"

visa while a B2 is a “Pleasure” visa. **Note:** in the example shown above the “R” listed beside the B1/B2 is a code used by the State Department and is not part of the visa type.

Immigrant Visas: Immigrant visas are used by people coming to the United States to live permanently. Prior to 2003 immigrant visas were usually collected at the time of entry into the country. In 2003 the Department of State began issuing immigrant visas on the same stock as non-immigrant visas. They remain the the bearer’s passport after entry.

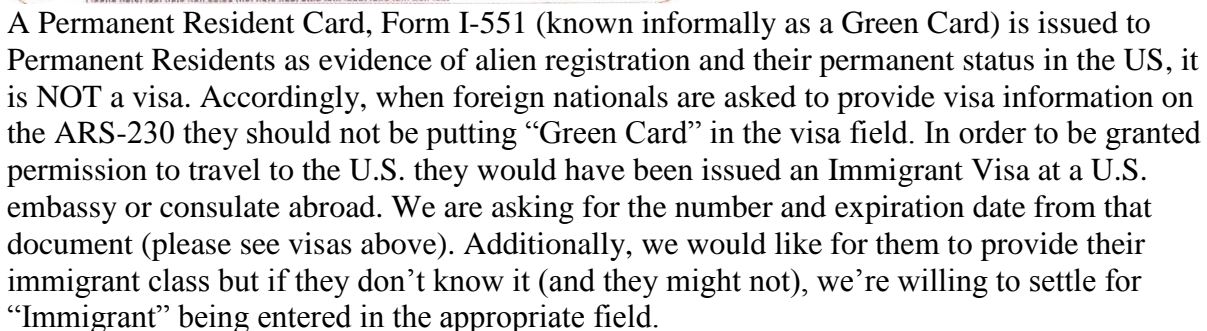
Visa number: the visa number is the eight digit number in **red** located in the lower right-hand corner. If the visa was issued prior to 2002, the visa will look slightly different than the picture above but the number is located in the same place. For visas issued before 2000, the number is located at the top of the visa in the center. Like the other two it is also **red** in color. Visas issued prior to 2000 should be a rarity however, if a foreign national happens to have one (for example an individual who came to the United States as an Immigrant), the number is in six digits in length and located next to the abbreviation for number (no) in **blue**.

For foreign nationals that were admitted into the United States as Immigrants and have a Green Card see below ...

Visa Waiver Program (VWP) Participants: if the foreign national is in the United States under the visa waiver program they should write “visa waiver program” or “VWP” where they are asked to put a visa type. N/A, not applicable, or none should be written where they are asked for the visa number.

In addition, beginning January 12, 2009, all foreign nationals applying for admission to the U.S. as a VWP participant are required to complete ESTA registration prior to submitting a Foreign National Data Sheet (ARS-230). Additionally, these individuals will need to list their ESTA confirmation in the box provided for “Comments” in Section II. The following link provides more information about ESTA and access to the system: http://cbp.gov/xp/cgov/travel/id_visa/esta/.

Lawful Permanent Residents (Immigrants with Green Cards)



Card-holders will instinctively try to put the 9-digit number that begins with “A” from the front of their card in the card number box. This however, is NOT the card number but rather their Alien Registration Number (think of it as their case number). There is a box for this number on the ‘230. The box to the immediate right of the Alien Registration Number box is for their Green Card number. If their card was issued before January 1998, it does not have a number; accordingly, they should write N/A in the number box. If it was issued between January 1977 and August 1989 it has neither a number nor an expiration date; please write

N/A in the number and expiration date boxes. If it was issued after January 1998 the number is etched into the card on the reverse. It appears in between the card's barcode and the form designation number (I-551) in the lower right-hand corner.

And we're still asking for you to send a send Homeland Security copies of the both sides of the Green Card.

I-94 (Arrival and Departure Form)

Departure Number: **742832036 01**

U.S. IMMIGRATION
250 WAS

Immigration and
Naturalization Service

I-94
Departure Record

SEP 13 1991

ADMITTED **L-1**
UNTIL **July 10, 1993** (CLASS)

14 Family Name: **DOE**

15 First (Given) Name: **JOHN**

16 Birth Date (Day Mo Yr): **11.6.04.62**

17 Country of Citizenship: **U.K.**

All foreign nationals applying for admission into the United States as non-immigrants are required to complete a Form I-94 (even Visa Waiver participants). An Immigration Officer will keep the arrival section and staples the "Departure" section into the foreign national's passport. The 11 digit number (twelve counting the space) in the upper left-hand corner is the I-94#.

The form should (though it's not uncommon for information to be missing) contain the foreign national's visa type and the date that they are allowed to remain in the U.S. until. In the above sample, John Doe was admitted into the U.S. on an L-1 Visa September 13, 1991. He is allowed to remain in the country until July 10, 1993.

Only those foreign nationals being sponsored for an exchange (J) or student (F) visa whose I-94 lists "D/S" (Duration of Status) are eligible for extension beyond the date listed on their I-94. All other foreign nationals must leave the country or risk being labeled as an "overstay" which would make them ineligible for entry into the U.S. at a later date. Foreign nationals believing that they received an admitted till date on validation must apply to Customs and Border Protection (CBP) to extend or change their non-immigrant status using Form I-539.

DS-2019/I-20

In order to obtain a J-1 (Exchange) Visa or a F-1 (Student) Visa a foreign national must be issued either a DS-2019 or I-20 form respectively. These forms serve as a "sponsorship" letter stating the named individual is being sponsored by the organization whose name also appears on the form.

In order to be granted access to the U.S. a foreign national Exchange Visitor or Student must have in their position a valid J-1 Visa and DS-2019 or F-1 and I-20. The visa itself only needs to be valid long enough for the foreign national to arrive in the country. Once in the country, these forms (DS-2019/I-20) are used to prove legal status. The foreign national is required to provide information about their J-1 or F-1 Visa even if it has expired (please see the section on visa above).

Like the I-94 (above) the DS-2019 or I-20 will receive an immigration endorsement stamp. In this stamp an immigration officer will have hand-written an expiration date. This date should match the date listed on the I-94. Foreign nationals should examine both documents to ensure these stamps match.

When completing an ARS-230 there are separate fields for information about the DS-2019/I-20 and the visa. Individuals should not be putting the “N” number from their DS-2019 or I-20 in the Visa # field but rather the field below it. In addition to the SEVIS Number (the “N” number), we are asking for their school name and code (I-20) or their program sponsor and program number (DS-2019). On both forms this information is contained in Box 2.

DS-2019



U.S. Department of State

CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR(J-1) STATUS

OMB APPROVAL NO.1405-0119
EXPIRES: 02-28-2005
ESTIMATED BURDEN TIME: 45 min
*See Page 2

1. Beneficiary Name:		First Name:		Middle Name:		Gender: FEMALE		H0000	
Date of Birth (mm/dd/yyyy):		City of Birth:		Country of Birth: KOREA, SOUTH		Citizenship Country Code: KS		Citizenship Country: KOREA, SOUTH	
Legal Permanent Residence Country Code: KS		Legal Permanent Residence Country: KOREA, SOUTH		Position Code: 213		Position: UNIVERSITY TEACHING STAFF INCLUDING RESEARCHERS			
U.S. Address: Office of International Programs 3701 Chestnut Street, Suite 1W Philadelphia, PA 19104-3199									
2. Program Sponsor: University of Pennay		Exchange Visitor Program Number: P-1-00183							
Participating Program Official Branch: PROFESSOR; RESEARCH STUDENT DOCTORATE; S		ASSOCIATE; STUDENT BACHELORS;							
SAMPLE									
Purpose of this form: Continue Program Participation.									
3. Period Covered Period:		4. Exchange Visitor Category:							
From (mm/dd/yyyy): 06-04-2003		RESEARCH SCHOLAR							
To (mm/dd/yyyy): 09-03-2003		Subject Code: 51.1401		Subject Code Description: Medical Scientist (MD, PhD)					
5. During the period covered by this form, the total estimated financial support (U.S. \$) to be provided to the exchange visitor by: Program Sponsor: funds: \$22,426.00 Total: \$22,426.00									
6. U.S. DEPARTMENT OF STATE HAS USE OR CERTIFICATION BY RESPONSIBLE OFFICER THAT A NOTIFICATION COPY OF THIS FORM HAS BEEN PROVIDED TO THE U.S. DEPARTMENT OF STATE (ACCORDING TO 22 CFR 41.100).				7. James Finn				Alternate Responsible Officer	
SAMPLE				in full		Title:			
				responsible Officer		215-898-4661			
				responsible Officer		Telephone Number			
				responsible Officer		06-03-2003			
8. Statement of Responsible Officer for following information (to be completed by the responsible officer): Effective date (mm/dd/yyyy): _____, Transfer of the exchange visitor from program was by _____, sponsored by _____ to the program specified in item 2 is necessary or higher/shoulder status in conformity with the objectives of the Mutual Entry and Readmission Exchange Act of 1964, as amended.				Signature of Responsible Officer or Alternate Responsible Officer		Date (mm/dd/yyyy) of Signature			
PRELIMINARY ENDORSEMENT OF CONSULAR OR IMMIGRATION OFFICER REGARDING SECTION 21(b) OF THE IMMIGRATION AND NATIONALITY ACT AND PL 94-484, AS AMENDED. (See item 1(d) of page 2)						TRAVEL VALIDATION BY RESPONSIBLE OFFICER (Maximum validation period is one year)			
The Exchange Visitor is on the above program:						*EXCEPTION: Maximum validation period is up to six months for Short-Term Scholar and Post Doctoral Fellow Categories and American Travel/Work.			
1. <input type="checkbox"/> Not subject to the two-year residence requirement.						The Exchange Visitor is in good standing at the present time.			
2. <input type="checkbox"/> Subject to two-year residence requirement based on:						Date (mm/dd/yyyy)			
A. <input type="checkbox"/> Government funding source.						Signature of Responsible Officer or Alternate Responsible Officer			
B. <input type="checkbox"/> The Exchange Visitor Skills List source.						625 Exchange Visitor is in good standing at the present time.			
C. <input type="checkbox"/> PL 94-484 is amended.						Date (mm/dd/yyyy)			
SAMPLE						Signature of Responsible Officer or Alternate Responsible Officer			
THE U. S. DEPARTMENT OF STATE ADVISES THE APPLICANT TO FURNISH THE FOLLOWING INFORMATION REGARDING PL 94-484:									
EXCHANGE VISITOR CERTIFICATION: I have read and agree with the statement on item 5 on page 2 of this document.									
Signature of Applicant				Place			Date (mm/dd/yyyy)		

Please read Instructions on Page 2.

This page must be completed and signed in the U.S. by a designated school official.

SEVIS

1. Family Name (surname):

First (given) Name:

Middle Name:

Country of birth:

INDIA

Date of birth (month/day/year):

Country of citizenship:

INDIA

Admission number:

2. School (School district) name:

University of Pennsylvania

University of Pennsylvania

School Official to be notified of status:

Alan Johnson

SEVIS Coordinator and Imm

School address (include zip code):

3701 Chestnut Street

Suite 1W

Philadelphia, PA 19104-2199

School code (including 3-digit suffix, if any) and approval date:

PHI214700151000

approved on: 01/21/2003

For Immigration Official Use:

Student's Copy
NO000:



3. This certificate is issued to the student named above for:
Continued attendance at this school.

4. Level of education the student is pursuing or will pursue in the United States:

DOCTORATE

5. The student named above has been accepted for a full course of study at this school, majoring in Business Administration and Management.
The student is expected to report to the school no later than 09/09/2004
and complete studies not later than 08/06/2004. The normal length of
study is 72 months.

6. English proficiency:

This school requires the

The student has the rec

7. This school estimates the study

9 (up to 12) months to be:

a. Tuition and fees

\$ 4,344.00

b. Living expenses

\$ 12,500.00

c. Expenses of dependents (if any)

\$ 0.00

d. Other (specify): summer expenses

\$ 3,000.00

Total

\$ 20,044.00

8. This school has information showing the following as the student's
means of support, estimated for an academic term of 9
months (Use the same number of months given in item 7).

* Student's personal funds \$ 0.00

from this school \$ 0.00

ify type:

from another source \$

ify type:

campus employment \$ 0.00

Total \$

9. Remarks:

10. School Certification: I certify under penalty of perjury that all information provided above in items 1 through 9 was completed before I signed this form and is true and correct; I executed this form in the United States after review and evaluation in the United States by me or other officials of the school of the student's application, transcripts, or other records of courses taken and proof of financial responsibility, which were received at the school prior to the execution of this form; the school has determined that the above named student's qualifications meet all standards for admission to the school; the student will be required to pursue a full course of study as defined by 8 CFR 214.2(i)(6); I am a designated official of the above named school and am authorized to issue this form.

Alan Johnson

SEVIS Coordinator and Im-
migration Specialist

05/07/2003

Philadelphia, PA

Name of School Official:

Signature of Designated School Official:

Title:

Date Issued:

Place Issued (city and state):

11. Student Certification: I have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay as specified on page 2. I certify that all information provided on this form refers specifically to me and is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States lawfully and solely for the purpose of continuing a full course of study at the school named on page 1 of this form. I also authorize the name needed by the INS pursuant to 8 CFR 214.3(g) to determine my nonimmigrant status.

Name of Student

Date

Name of parent or guardian

Signature of parent or guardian

Address (city)

(State or Province) (Country)

(Date)

If student under 18